

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement

Funding Opportunity Title: Voluntary Agencies Matching Grant Program

Announcement Type: Continuation

Funding Opportunity Number: HHS-2008-ACF-ORR-RV-0120

CFDA Number: 93.567

Due Date for Applications: January 7, 2009

Executive Summary:

The Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) is soliciting continuation applications for the second year of the three year project period. This second year award will be for the period February 1, 2009 – January 31, 2010. Applications for continuation grants funded under these awards beyond the first one-year budget period but within the three-year project period will be entertained in subsequent years on a noncompetitive basis, subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Government.

The Matching Grant Program is an alternative to public assistance designed to enable refugees to become self-sufficient within four to six months from date of arrival into the United States (U.S.). Services provided under this agreement include, but are not limited to, case management, employment services, maintenance assistance and cash allowance, and administration.

Competition is limited. Only agencies that have an on-going relationship with refugees that has been established as a result of providing reception and placement services under the terms of a cooperative agreement with the U.S. Department of State (DOS) or the U.S. Department of Homeland Security (DHS) are eligible to apply.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 412(c)(1)(A) of the Immigration and Nationality Act (8 U.S.C. § 1522(c)(1)(A))

Section 7(a) and (b) of the Refugee Assistance Extension Act of 1986 (P.L. 99-605)(8 U.S.C. 1522 note)

Program Purpose:

The goal of the Matching Grant program is to help refugees, certain Amerasians, Cuban and Haitian entrants, asylees, and certified victims of human trafficking attain economic self-sufficiency as defined by 45 CFR 400.2. Program Participants are expected to attain economic self-sufficiency within 120 to 180 days after the date of eligibility for the program without accessing public assistance.

Participating agencies agree to match the Office of Refugee Resettlement (ORR) grant with cash and in-kind contributions of goods and services from the community.

Matching Grant funds are awarded to National Voluntary Agencies and dispersed to participating local affiliates who serve refugees through an R&P Program funded by DOS or DHS. National Voluntary Agencies provide critical support and oversight to participating local affiliates.

Program Guidelines

Applicants must follow the requirements for the Matching Grant Program in the Matching Grant Guidelines for 2008, which are posted on the ORR website at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>

II. AWARD INFORMATION

Funding Instrument Type:

Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of ORR and the grantee prior to the award. ORR anticipates that agency involvement will produce otherwise unavailable programmatic benefits to the recipient. The involvement and collaboration includes:

- ORR prior approval in the allocation of Matching Grant funding and services throughout each affiliate network;
- ORR prior approval in the design or direction of service delivery models; and
- Close monitoring by ORR of the implementation, conduct, and results of services performed under the cooperative agreement.

Funding for this program is limited. ORR will provide eligible grantees the maximum amount of allocated Matching Grant funds for which they will be able to apply. These allocations will total \$55 million and will be based on the 120- and 180-day self-sufficiency outcomes of cases recorded from previous service periods, as well as the total number of funded enrollments in previous years. Agency management of the program, particularly as pertains to timely and accurate reporting to ORR, will also be taken into consideration.

The remaining \$5 million will be open for competition, based on a supplemental request submitted in addition to agency applications.

Anticipated Total Priority Area Funding: \$60,000,000

Anticipated Number of Awards: 1 to 9

Range of Amounts of Individual Awards: \$2,000,000- 22,000,000

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$5,000,000 per budget period

Length of Project Periods: 36 months with three 12-month budget periods

Explanation of Other:

Awards under this announcement are subject to the availability of funds.

Supplemental Funds

The Director of ORR has set aside \$5 million dollars to be available to the voluntary agencies. These supplemental funds would be used to allocate additional Matching Grant slots to applicants who successfully demonstrate a need.

See *Section V* for Evaluation Criteria relating to the review for the supplemental funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

Note: This announcement is open only to current grantees who were awarded three-year grants beginning in PY 2008.

- Eligible applicants are private, non-profit organizations that:
- Have, through its national offices and its affiliates, an ongoing relationship with the refugees that has been established as a result of providing reception and placement services under the terms of a cooperative agreement with DOS or DHS; and
- Are national voluntary resettlement agencies able to coordinate comprehensive multilingual, multicultural services for refugees, Amerasians, Cuban and Haitian entrants, certified victims of trafficking, and asylees at local sites.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with Section 412 (c) (1)(A) of the Immigration and Nationality Act (8 U.S.C. § 1522 (c) (1)(A)) and Section 7 (a) and (b) of the Refugee Assistance Extension Act of 1986 (P.L. 99-605) (8 U.S.C. 1522 note). Grantees must be able to provide at least 33 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match through cash contributions. Of this match, at least 20 percent of the match must be in cash; the balance may be cash, in-kind services, or donated goods. Therefore, a project requesting \$200,000 in Federal funds must provide a match of at least \$100,000 (33 percent of total approved project costs of \$300,000.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in reduction of the Federal award.

3. Other:

Eligible Client Population:

To be eligible for Matching Grant assistance, clients must provide documentary proof of one of the following statuses as a condition of eligibility. Henceforth, all eligible clients will be referred to as "clients" unless the context indicates otherwise.

- a. Refugees or asylees under 45 CFR 400.43;
- b. Cuban and Haitian entrants under 45 CFR Part 401;
- c. Certain Amerasians from Vietnam under 45 CFR 400.43;
- d. Victims of Severe Form of Human Trafficking, per section §107(b)(1)(A) of the Trafficking Victims Protection Act of 2000, P.L. No. 106-386, and certain family members of victims of a severe form of human trafficking, per the Trafficking Victims Protection Reauthorization Act of 2003 (TVPRA), P.L. No. 108-193 (22 U.S.C. § 7105(b)(1)(A)). [See ORR State Letters #00-17 (as clarified by #00-22); #01-13 (as modified by #02-01; and #04-12.)]

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Ron Munia
Director of Community Resettlement
U.S. Department of Health and Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW
Aerospace Building 8th Floor-West
Washington, DC 20447
Phone: 202-401-4559
Email: rmunia@acf.hhs.gov

2. Content and Form of Application Submission:

Submit application materials on white, 8.5 by 11 inch paper only. Pages should be numbered in a single sequential order. The font size may be no smaller than 12-point (such as Times New Roman or Courier) and the margins must be at least one inch on all sides. Do not use colored, oversized, or folded materials. Do not include organizational brochures or other promotional materials, slides, films, clip, etc. Limit your national project description narrative to 25 pages. ORR will not consider applications with project narratives that exceed 25 pages.

Applications should begin with a project abstract that makes reference to the funding request. Each application should include a national project description followed by four attached appendices. Project description narrative content should be organized by categories as listed under Evaluation Criteria found in *Section V* of this announcement. Successful applicants will address the Evaluation Criteria of this announcement.

Applications for supplemental requests should be attached last.

Appendices:

1. **Appendix One-** National Office GPRA Chart, for a sample National Office GPRA Chart, contact The ORR Matching Grant Program. See Section VII Agency Contacts.
2. **Appendix Two-** Local Site Project Designs with attached GPRA chart, budget and budget narrative and third-party agreements.
 - a. Applicants are encouraged to use the *Local Site Project Designs* template, which may be found at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Refer to the checklist found in *Section IV.3* of this announcement. Local Site Project Design narrative content should be limited to two pages for each affiliate site excluding local site budgets. Appendix Two should be organized alphabetically by state, then by

city. **For continuation applications, provide Local Site Project Design and GPRA information for proposed new sites and for sites who served more than 50 MG clients and whose 120 or 180 day outcomes are below 60%. For low performing sites, Local Project Design should include a corrective action plan.**

- b. Third party agreements should be included in the application by applicants who deliver services through third parties. Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration and other terms and conditions that structure or define the relationship. **For continuation applications, provide this information for proposed new sites only.**
- c. For local site budgets, provide the following:
 - 1. A line-item budget.
 - 2. A narrative explanation. The line-item budget shall indicate the amount of local administrative costs, case management, employment services, cash allowance, maintenance assistance (food and housing), transportation, and "other" (e.g. non-required, but allowable services), for each affiliate. Also include the number of refugees projected to be resettled at each site during the grant period and the number of clients expected to be served through the Matching Grant Program. The line-item budget for each site shall include a line-item breakout between the Federal and non-Federal resources that will be used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect administrative costs.
 - 3. Describe policies and procedures that govern affiliate in-kind match services (e.g., guidelines and required documentation concerning services provided by volunteers, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined), and how that match is tracked and reflected in Matching Grant services and client files.
 - 4. Describe how and when the required dollar match will be raised. Provide agency fund raising schedules/events, if available.

3. **Appendix Three-** Agency network data

- a. Applications should provide a description of the affiliate network service capacity and the agency's rationale and strategy for placement. It is the goal of ORR to ensure efficient and equitable distribution of MG services throughout the MG network. ORR considers this a goal for a number of reasons:
 - i The total numbers of refugees, asylees, C/H entrants, victims of human trafficking and SIVs accessing social services have increased over the years without comparable increases in state social service funding to accommodate the increase. Increased MG slots more evenly divided amongst MG states would assist in providing services to needy clients.
 - ii The composition of refugee populations entering through the Department of State R&P program has changed significantly since the inception of the MG program. Rather than large groups of cases reuniting with family "anchors" from 2-3 major regions, refugees currently being resettled through the R&P program are from numerous countries with diverse backgrounds arriving without U.S. contacts or family support to assist in resettlement. Program history and ORR program monitoring indicate that these new diverse caseloads are more difficult to serve, and more strategic funding is necessary.
 - iii With the exception of MG, other Transitional and Medical Services (TAMS) funding from ORR is dispersed throughout the U.S. based on population. Given the increasing needs throughout the country, ORR is determined to ensure that MG states benefit more equitably from MG services.
- b. Applications are encouraged to include the *Agency network data* template, which may be found at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Refer to the checklist found in *Section IV.3* of in this announcement.
- c. Applicants should provide a detailed breakdown of per-capita pass-through to each local office and the rationale for the sub-award amount. The justification should take into consideration such things as: the cost of living in the area, percentage of caseload that are family reunifications, and diversity of caseload. This breakdown should distinguish between federally awarded per-capita and required match. ORR will not approve a local office federal pass-through of less than \$1,900 per capita.

4. **Appendix Four- Voluntary Agencies Standardized Forms**

- a. Applicants should include a copy of all standard forms used by the Voluntary Agencies to administer the Matching Grant Program. **If there is no change from the initial application, simply indicate no change.**

- b. **Budget**

For the overall budget and budget justification, applicants must provide detailed descriptions in the following format by category: General Guidelines, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Indirect Charges, Program Income (see 45 CFR Part 74 or Part 92, as applicable), Non-Federal Resources, Total Direct Charges, Total Indirect Charges and Total Costs.

For applicant's National Administration, provide:

1. A line-item budget.
2. A narrative explanation for national administration. The line-item budget shall include a line-item breakout between the Federal and non-Federal resources that are used to serve the Matching Grant clients. The budget narrative shall include the total number of staff positions funded, salary, time allocated, costs for each position funded, and direct and indirect administrative costs. Describe policies and procedures that govern agency in-kind match services (e.g., guidelines concerning services provided by volunteers, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined), and how matching is tracked, monitored, and reported at the national level.

Administrative costs must come out of the per capita. Grant awards will not allow reimbursement of pre-award costs. Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Fundraising is not an allowable cost under this program.

3. Submission Dates and Times:

January 7, 2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery.

Checklist

Applications should be organized to follow the order as prescribed in the checklist. The application should have four attached appendices. Refer to <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm> for templates.

Applicants are encouraged to organize the narrative content of the application according to the Evaluation Criteria in *Section V*.

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abs tract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section	See http://www.acf.hhs.gov/grants/grants	By application

	IV.2	resources.html	due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Appendix One - National Office GPRA Chart	See Sections IV.2 ,V, and VII.	For a sample GPRA Chart, contact ORR Matching Grant program staff. See Section VII Agency Contacts.	By application due date.
Appendix Two - Local Site Project Designs with attached GPRA chart, budget and budget narrative and third party agreements.	See Sections IV.2 and V.	Refer to http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm for a template.	By application due date.
Appendix Three - Agency Network Data.	See Sections IV.2 and V.	Refer to http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm for a template.	By application due date.

Appendix Four - Voluntary Agency Standardized Forms	See Section IV.2	Found in Section IV.2	By application due date.
Supplemental Request Application	See Sections III.3 and V.	Found in Sections III.3 and V.	By application due date.

4. Funding Restrictions:

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail Ben Sharp

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20447

Hand Delivery

Ben Sharp
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
901 D Street, SW

ACF Mail Room, Second Floor Loading Dock, Aerospace Center
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. (This information collection is currently under OMB review for extension of the expiration date. According to OMB policy, the approval will not expire while the collection is under its review.).

Criteria:

For continuation grants, the applications will be reviewed by ORR and ACF Grants Management staff.

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use

this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used;

and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should

immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

For continuation grants, the applications will be reviewed by ORR and ACF Grants Management staff. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a

reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 25 points

Applications will be evaluated to the extent that they demonstrate the following:

1. The institutional organization and the overall management of this structure. The administrative relationship between the national office and the participating local affiliates, including the financial relationship, reporting mechanisms and data collection activities.
2. The national strategy for encouraging enrollment of clients into the program taking into account performance and proposed outcomes. Strategies should include and reference free cases versus family reunion cases; single refugees versus families with two parents and/or families with single parents; refugee versus parolee versus asylee, etc.
3. Service delivery systems including provision of in-house and out-of-house services. Successful applicants will demonstrate adequate use of case management procedures.
4. The method established for determining when a refugee is considered self-sufficient.
5. The agency's process for coordinating Matching Grant services with the State-administered program services and other social services programs such as Food Stamps and Medicaid.
6. The policies concerning language assistance for Limited English Proficient persons in accordance with ORR State Letter #00-18 and #05-20.
7. The policies implemented by the agency to differentiate charges for services funded by the R&P Cooperative Agreement, by alternative projects such as public-private partnerships (PPP), or by Wilson/Fish Alternative Program from those provided through the Matching Grant Program to ensure that the Matching Grant will not fund services to be provided under other agreements.

8. The policies and procedures that govern agency in-kind match services. Include the guidelines concerning allowable services provided by volunteers, background checks, training and supervision provided to volunteers, procedures for determining the value of in-kind contributions, and the average local rate for volunteer staff time and how this was determined.

RESULTS OR BENEFITS EXPECTED - 15 points

Successful applications will demonstrate the following:

1. The reasonableness of the applicant's plan to set goals for continuous improvement.
2. The extent on which the applicant's goals and its proposed local site goals meet the overall goal of the Matching Grant Program of refugees achieving self-sufficiency as quickly as possible after their arrival in the U.S.
3. The extent to which the applicant demonstrates a national strategy that maximizes successful outcomes.

EVALUATION - 15 points

Applications will be evaluated to the extent that they demonstrate the following:

1. Its processes for ensuring adequate oversight of activities at local affiliates.
2. Its strategies for ensuring accurate reporting of self-sufficiency outcomes (including how self-sufficiency outcomes are measured), monitoring (purpose and protocol) and technical assistance.
3. Its processes for ensuring valuation of the in-kind match is assessed in accordance with 45 CFR 74.23. Also include the processes for auditing, tracking and reporting the match at the national level.
4. Its procedures to ensure refugees will not access public cash assistance benefits during their Matching Grant service period. Any sanctions applied, and the procedures for applying those sanctions, when an appropriate offer of employment or training is refused without good cause.
5. Its support and technical assistance to participating local affiliates.

STAFF AND POSITION DATA - 10 points

Applications will be evaluated to the extent that they demonstrate the following:

1. The national management of the Matching Grant Program, including the number of staff members in the national office whose time is allocated to the grant, the percent of time allocated to the grant, and their grant-related responsibilities.
2. The qualifications of the staff members who will manage the Matching Grant Program.

ORGANIZATIONAL PROFILES - 25 points

Applications will be evaluated to the extent that they demonstrate the following:

1. The extent to which the applicant demonstrates a strong awareness of the activities and characteristics of its participating local affiliates.
2. The extent to which the description of each resettlement site is adequate and reflects a well-designed and coordinated local Matching Grant Program.
3. The extent to which the affiliates' staffing patterns and the offered program services meet the program goal of refugee self-sufficiency.
4. When grading this criterion, ORR will take into consideration community characteristics, the affiliates' prior performance, the number and characteristics of clients served and the full time equivalent/client ratio.

BUDGET AND BUDGET JUSTIFICATION - 10 points

Applications will be evaluated to the extent that they demonstrate the following:

1. The clarity and reasonableness of the budget; the extent on which the applicant sufficiently details the budget and demonstrates a cost-effective use of Federal funds.
2. The extent to which the applicant justifies the budget and uses reasonable methodologies for estimating the number of client participants and the amount of matching funds.
3. The extent to which the system for determining the value of in-kind contributions is clear, reasonable, and appropriate.
4. The reasonableness of the methods for acquiring the match.

5. The ways in which the applicant will distribute funds to affiliate offices and the affiliate offices will track those funds.

BONUS POINTS, SUPPLEMENTAL FUNDS – 20 points

The following criteria will be used to evaluate applications for supplemental requests:

ORR will assess the applicant's request for supplemental funds by considering unmet needs throughout the respective Volag's national service network. ORR will look at such factors as having served more clients than funded, or the inability to enroll clients at the end of the previous project period due to a lack of sufficient funding, and overall performance.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at:
<http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:
<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at
http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Financial Reports: Semi-Annually

Program Progress Reports: Tri-Annually

Financial Reports: Semi-Annually

For this program, grantees must submit triennial programmatic statistical reports, an annual narrative report, and biannual financial reports.

Original reports may be mailed to Ben Sharp and copied to Ron Munia, rmunia@acf.hhs.gov and Laura Garcia, lgarcia@acf.hhs.gov.

The original and two copies of the Standard Financial Status Report (SF-269) are due August 30 and March 30.

A final report is due 210 days after the end of each one-year budget period and the three-year project period. (The extended due date of the final report allows time for agencies to complete services for refugees placed into the program during the project period.) The recipient organization's financial officer, or a designated individual in the organization, must sign and mark all financial status reports as final. If the organization uses a designated individual, an authorized official of the organization must notify ACF of this designation. ACF will not consider estimated, interim, or draft reports.

Annual Narrative Report:

Programs must submit a narrative report. Annual reports are due on March 30, immediately following the end of the budget period.

This report shall contain:

- A brief description of program accomplishments, including highlights and concerns;
- A summary of placement strategies versus actual placements. Provide, as an attachment, an updated Appendix Three from the 2008 grant announcement, reflecting actual placements;
- A brief description of the circumstances that affected program performance over the year including explanations for low-performing sites (low-performing sites are defined as those 15 percent below the national average) and plans for improvement;
- A summary of sites monitored, findings and actions;
- A schedule of sites proposed for monitoring for the following year; and

- A summary of technical assistance provided including the topics covered.
- By ethnicity, the number of Matching Grant clients enrolled in the year;
- The case type (refugee, asylee, etc.) by office;
- A summary of outcomes (reflecting the Program Progress Statistical Report) for those refugees (by location); and

Program Progress Statistical Reports:

Programs will submit reports on statistical outcomes at four-month intervals. Reported data is to include national aggregate and all local offices participating in the Matching Grant program.

The report for the period February through May is due June 30. The report for June through September is due October 30 and the report for October through January is due February 30.

Instructions for these reports follow. Applicants can find a suggested template posted on the ORR website at <http://www.acf.hhs.gov/programs/orr/programs/matchgva.htm>. Electronic files will be requested after the grants have been awarded.

Instructions for Completing the ORR Matching Grant Program Progress Statistical Reports PY 2009

The instructions below are for completing the Program Progress Report.

A. New clients placed into the program during the four-month reporting period:

Enter the number of newly-arrived cases and individuals who were enrolled into the Matching Grant Program during the reporting period. The individual count must include all members in the case, including children.

Please note that for cases in which the date of arrival/eligibility and the date of enrollment fall in separate reporting periods, the individual/case should be counted as 'enrolled' during the period of enrollment, not arrival.

B. Clients reaching the 120th day after arrival in the U.S. during the reporting period:

Enter the total number of individuals participating in the Matching Grant Program who have reached their 120th day after date of eligibility during the reporting period.

C. Status of clients reaching the 120th day after eligibility:

1. Economically self-sufficient: Enter the number of cases and individuals who reached the 120th day after date of eligibility during the reporting period who were self-sufficient on that day.

Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

2. Not economically self-sufficient and remaining in the program: Enter the number of cases and individuals reaching their 120th day who will continue to receive Matching Grant services beyond their 120th day without accessing public assistance.

3. Time Expired: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period who are not self-sufficient and for whom support through the program is terminated. For those who are time-expired, enter the number of cases and individuals applying for public cash assistance.

4. Dropped out prior to the 120th day: Enter the number of cases and individuals who were enrolled in the Matching Grant Program and would have reached their 120th day this reporting period had they not dropped out of the program prior to that date. Of that number, report reasons for dropping out in the categories below:

a. Receipt of public cash assistance: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and who left the program prior to the 120th day due to receipt of public cash assistance. If a case accessed public cash assistance but had not reached the 120th day after eligibility during the current reporting period, do not include it in the current report. Report this in the next report.

b. Out migrated: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status is unknown because they moved from Matching Grant service area prior to the 120th day.

c. Other: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status does not fit any of the above categories.

Please comment in the narrative section of the report giving reasons for the exception to the above categories, e.g., death, ill health.

D. Outcomes for Employable Adults

Enter the number of employable individuals who participated in Matching Grant employment services, and who reached the 120th day after eligibility during this reporting period.

1. Entered Employment: Enter the total number of individuals who reached the 120th day after eligibility who were employed during the reporting period.

a. Full-time employments: 35 hours or more per week.

b. Part-time employments: Fewer than 35 hours per week.

If a client holds more than one part-time job resulting in a combined total of hours of employment of 35 hours or more per week, this placement can be considered as one full-time entered employment. Subsequently, agencies would then report a weighted average hourly wage as if it were one full-time placement.

2. Average Hourly Wage: Average hourly wage at placement is defined as the sum of the hourly wages for the unduplicated number of full-time job placements, entered at *D.1.a.*, divided by the total unduplicated number of individuals placed in full-time employment (*D.1.a.*) and the sum of the hourly wages for the unduplicated number of part-time job placements, entered at *D.1.b.*, divided by the total unduplicated number of individuals placed in part-time employment (*D.1.b.*).

In the case where a refugee with multiple part-time jobs is being counted as a full-time placement (see above), a weighted average of the part-time wages should be used in calculating the full-time average hourly wage.

3. Entered Employment with Health Benefits Available: For those individuals who entered full-time employment (see *D.1.a.*), enter the number of placements offering health benefits either at placement or within six months of placement. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option. Health benefits should be considered available even if coverage is available only to the employee and is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Follow Up on Previous Progress Report

E. Self-sufficiency Retention:

Enter the number of cases and individuals who were reported self-sufficient during the last reporting period (*C.1* of last report).

1. Self-sufficient 60 days later: Of the total cases in *E*, enter the number of cases and individuals who retained their self-sufficiency through the 180th day.

F. Clients remaining in the program who were reported in the last progress report and who have completed 180 days in the program:

Enter the total number of cases and individuals who continued in the program at 120 days, reported in section *C.2* of the previous reporting period. Report for the following categories:

Self-sufficient at 180 days: Of the total cases in *F*, enter the number of cases and individuals of this description who reached self-sufficiency. Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

2. Not self-sufficient at 180 days: Of the total cases in *F*, enter the number of cases and individuals of this description who did not reach self-sufficiency.

G. 180-Day Performance Measure:

Enter the total number of cases and individuals who reached the 120th day after arrival (*B*) in the last reporting period. This number should represent all clients, no matter what their status at 120 days.

1. Enter the total number of cases and individuals who were self-sufficient at the 180-day mark (*E1* + *F1* above).

Please note that cases that were Time Expired or Dropped out of the Matching Grant Program at 120 days may not be counted here, regardless of whether or not they are self-sufficient.

Narrative

Describe any deviations from established goals, special concerns, problems, initiatives, and accomplishments during this period.

- * Provide a breakout of clients enrolled this period by immigration status, i.e., refugee, C/H entrant, asylee, Amerasians, victims of severe forms of human trafficking.

Records

Grantees must provide for the maintenance of such operational records as are necessary for Federal monitoring of the grantee's project. Grantees are to maintain adequate records to track and report on project outcomes, matching contributions, and expenditures by budget line item. The official receipt point for all reports and correspondence is the ACF Grants Management Office. A grantee will submit the original and two copies of each report by the due date directly to the Grants Management contact named in the award letter.

VII. AGENCY CONTACTS

Program Office Contact:

Ron Munia

Director of Community Resettlement
U.S. Department of Health and Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW.
Aerospace Building, 8th Floor-West
Washington, DC 20447
Phone: 202-401-4559
Fax: 202-401-4820
Email: rmunia@acf.hhs.gov

Laura Garcia

Matching Grant Program Manager
U.S. Department of Health and Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW.

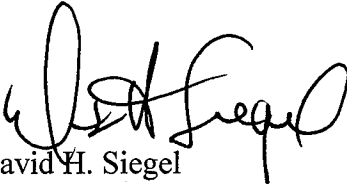
Aerospace Building, 8th Floor-West
Washington, DC 20447
Phone: 202-401-5219
Email: lgarcia@acf.hhs.gov

Grants Management Office Contact:

Ben Sharp
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management- Division of Discretionary Grants
370 L'Enfant Promenade, SW.
Aerospace Building, 6th Floor-East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Date: 11/3/2008


David H. Siegel
Acting Director
Office of Refugee Resettlement